



Natural Resources Conservation Service
P.O. Box 1458
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August 5, 2002

FIELD OFFICE TECHNICAL GUIDE NOTICE ND-21

This notice regards implementation of the new electronic Field Office Technical Guide, or eFOTG, and revisions to Section I – General Resource References.

eFOTG Access

Effective immediately, Sections I and III electronic data are posted on the eFOTG Web-site, rather than the ND-NRCS homepage. To gain access to Sections I and III electronic data, follow these steps;

- Use Internet Explorer to go to the **my.nrcs.usda.gov** Web site.
- Click on the large button labeled “myNRCS log-in”.
- Enter your PRMS User ID and Password without hitting “enter”. Then click on “Sign In”.
- Click on “Technology” tab.
- Click on North Dakota area of the USA map.
- Click on “User Preferences” tab.
- Select the “Tree Menu” button. (Tab Menu works faster but requires great precision.)
- In the left screen, click on the Section I folder or Section III folder to view contents.
- Subfolders or documents within them may be opened or closed by clicking on them.

eFOTG User Tips

The eFOTG subsection folders are not yet in alphabetical order. They will be re-arranged after the Fort Collins Information Technology Center corrects a bug in the program.

Section I and Section III data is not entirely automated and loaded in eFOTG. Data to be maintained in the hard copy FOTG is so identified in the Table of Contents.

Information posted in eFOTG Section II and Section IV is considered draft. A future FOTG Notice will announce when the official data is posted and may be used.

The eFOTG is programmed to generate a Table of Contents based on data that has been loaded, and thus omits hard copy FOTG data. A manually generated Table of Contents that lists both electronic and hard copy data will be posted in each section of the eFOTG and the hard copy FOTG.

Section I Changes

Section I-i Reference Subject categories have been re-organized.

- “Agricultural Statistics” has been renamed “Economics and Agricultural Statistics”.
- “Range and Pasture” has been renamed “Hayland, Pasture, Rangeland”
- “Water Quantity and Quality” has been renamed “Water Quality, Quantity, Local Resources”
- “Woodland and Windbreaks” has been renamed “Windbreaks and Woodland”.

- The following Reference Subject categories have been eliminated; Great Plains Conservation Program, Inventory & Monitoring, RC&D and Rural Development, Resource Planning, Watersheds & River Basins, and Miscellaneous.
- New Reference Subject categories include Riparian Areas and Stream Corridors, Urban Conservation, and Wetlands.

A revised or new References List has been developed for most subjects. The reference lists include Web-based documents previously maintained as hard copy, plus many Web-site references to new information. Other new or revised materials in eFOTG Section I-i are as follows:

Agronomy

- Three technical tools have been revised. Flow Chart for Determining Nutrient Management Need, Nutrient Management Considerations, and Phosphorus Risk Assessment have been updated to reflect the new Nutrient Management Protection Criteria. These tools were originally posted in Section IV on the ND homepage in January 2002. The revised versions are posted in eFOTG Subsection I-i – Reference Subjects – Agronomy.

Biology

- Wildlife Habitat Evaluation Guide is an Excel spreadsheet program for evaluating habitat quality on various land uses, depending on the management practices applied. It may also be used to compare alternative land treatments.

Plant Materials

- Perennial Vegetation Establishment Guide (Plant Materials Technical Note 14) is a tool to assist the planning, installation, and early establishment of herbaceous vegetation. This Guide is applicable to numerous conservation practices and land uses.

Wetlands

- North Dakota Wetland Determination and Delineation Procedure is an inter-agency agreement between NRCS, USACOE, USFWS, and EPA effective May 10, 2002.
- ND Wetland Restoration Workbook is an Excel spreadsheet program for designing and documenting wetland ditch plugs and embankments.

Windbreaks and Woodland

- Salinity Tolerances of Trees and Shrubs has been transferred from Section II to Sec. I-i.
- Tree and Shrub Characteristics is a table summarizing traits of trees/shrubs suited for conservation planting in North Dakota.
- Tree Care and Management provides information on tree/shrub stock selection, storage, and handling, as well as tree/shrub planting design, installation, and early establishment instructions for a variety of conservation practices.

One new item has been added to Section I – v, Laws;

- Indian Country Terminology is a guide to help conservation planners understand the various land ownership and control categories applicable on Indian Reservations and to Tribal lands located outside reservation boundaries.

The following four subsections of FOTG Sec. I will be transferred to Section II in the future, and temporarily remain in Section I;

- Climatic Data
- Cultural Resources
- Threatened and Endangered Species

- Water Quality and Quantity (This is the primary subsection referred to in Filing Instruction # 11, not the secondary subsection referred to in Filing Instructions # 5 and # 8.)

Filing Instructions- to be carried out in the order listed:

Note: Some existing hard copy items in the FOTG Reference Library are designated "Remove" because they are now officially maintained as a Web-based document. Current hard copy of eFOTG material may be kept, but line officers bear the responsibility of ensuring that such items are disposed of when superceded.

1. Remove Section I Table of Contents and Subsection I-i Reference List pages 1-18.
2. Add local work area references to the new Section I Table of Contents by pen & ink on a printout of the attached "FOTG-I Table of Contents 7-31-02.xlt", or make a custom version. Replace FOTG Section I Table of Contents dated March 23, 1992 with the new version.
3. Change the label on FOTG Section I subsection divider "State/Local Laws, Ordinances, Regulations" to "I - v, Laws". Transfer the pamphlet "Drainage Rules, North Dakota State Engineer, Nov. 1989, from the Engineering subsection of the FOTG Reference Library to the "Laws" subsection. A transparent document protector with 3-ring binder holes is suggested for containing the pamphlet in the FOTG Sec. I binder.
4. Transfer local law information such as zoning ordinances/maps from the "Miscellaneous" subsection of the Reference Library to the "Laws" subsection of Section I. Transfer the National Map Symbol Handbook from the "Miscellaneous" subsection to the same location as other National Handbooks in the field office. It may be placed in a labeled 3-ring binder.
5. Re-label subsections of the FOTG Reference Library as follows:

<i>Old name</i>	<i>→</i>	<i>New name</i>
Agricultural Statistics	→	Economics and Agricultural Statistics
Range and Pasture	→	Hayland, Pasture, Rangeland
Water Quantity and Quality*	→	Water Quality, Quantity, Local Resources
Woodland and Windbreaks	→	Windbreaks and Woodland
6. Add the following subsection titles to the FOTG Reference Library;
 - Riparian Areas and Stream Corridors
 - Urban Conservation
 - Wetlands
7. Transfer the book, "Protecting Floodplain Resources – a Guidebook for Communities" from the Watersheds and River Basins subsection to the Urban Conservation subsection.

8. **Remove** the following items from the FOTG Reference Library;

Agronomy:

- Fertilizer for Small Grains, NDSU Bulletin
- Fertilizer Guides for Individual Crops, S & F Series, NDSU Bulletin
- Weed Control in No-Till Cropping, March 1982
- Annual Broadleaf Weed Seedling Identification, N. Central Regional Ext Publication
- Annual Grass and Perennial Weed Seedling ID, N. Central Regional Ext Publication
- Grasshopper Management, NDSU Ext. Bulletin E-272, revised Dec. 1987.
- Crop Rotations in North Dakota, NDSU Ext Bulletin EB-48.
- Managing Pesticides to Prevent Groundwater Contamination, Ext Bulletin E-979

A Guide to Safe, Profitable Fertilizer and Pesticide Use, SWCS
Great Plains Ag Council Bulletin No. 131 Conservation Tillage
Research Report Number 112, "Effects of Annual Vegetative Barriers on Water Storage
and Agronomic Characteristics of Spring Wheat"
Zero Tillage Production Manual, The Manitoba – ND Zero Till Farmers Assoc.
Crop Residue Management for Conservation – Proceedings
No-Till Guidelines in the Arid and Semi-Arid Prairies, SDSU
Integrated Insect Management on Zero Till Fields, Nov. 1993
Crop Residue Management to Reduce Erosion and Improve Soil Quality
North Dakota Noxious Weed Law and Regulations

Biology:

Principles of Game Management by Madson and Kozciky
Wildlife in North Dakota by W.W. Miller
Furbearers of North Dakota by A.W. Adams
Farming, Ranching, and Wildlife in North Dakota by R. Heintz, R. Morgan, and E. Podoll
NDSU Coop. Ext. Service Circular WL-691
Endangered and Threatened Biota of North Dakota by North Dakota Chapter of the
Wildlife Society
Managed Natural Areas of North Dakota
North Dakota Wetland Plant List, U.S. Fish and Wildlife Service
Private Land Initiative Program Handbook – North Dakota Game and Fish Dept.
ND Pesticide – Endangered Species Management Plan
Protective Endangered Species Interim Measures

Engineering:

National Cooperative Highway Research Program Report 108, Tentative Design
Procedure for Riprap
Current List of Certified Water Well Contractors

Great Plains Conservation Program (delete subsection)

Inventory and Monitoring: (delete subsection)

Erosion Inventory, June 1979
North Dakota Resources Inventory, 1982

Plant Materials:

Conservation Tree and Shrub Cultivars in the United States, USDA-SCS, Agricultural
Handbook No. 692
Establishment of Seeded Grasslands for Wildlife Habitat in the Prairie Pothole Region,
U.S. Fish and Wildlife Service, Spec, Scientific Report, No. 234
Grass Varieties for North Dakota, Ext. Serv. R-794
List of Sources of Perennial Grass Seed for North Dakota, S Dakota, and Minn 1996
Major Growers/Vendors of Bismarck PMC Released Varieties and Ecotypes
Certified Seed/Plant Prices, January 2001

Hayland, Pasture, Rangeland:

Checklist of Most Common Range Plants of North Dakota by C.L. Quinnild, SCS
Key to Native Perennial Grasses, SCS-TP-151
Grasses and Legumes for Soil Conservation in the Pacific Northwest and Great Basin
States, Ag. Hdbk. 339
National List of Scientific Plant Names, SCS-TP-159, Volume One – List of Plant Names
Grasshopper Management, NDSU Ext. Bulletin E-272
Conservation of Private Grazing Lands, important to Plains Economy

Recreation:

Recreation Reference, MTSC
State Comprehensive Outdoor Recreation Plan

RC&D and Rural Development (delete subsection)

A Plan for Action – Resource Conservation and Development Area

Water Quality, Quantity, Local Resources:

Status of Water Quality in North Dakota 1986-1987 (305-B Plan)
Listing of Disposable Sites for Chemical Containers
North Dakota Groundwater Quality Symposium, CES
Water Quality Self-Help Checklist
North Dakota Nonpoint Source Pollution Management Program
North Dakota Water Quality Symposium, NDSU Extension Service
Standards of Water Quality for State of North Dakota, Rule 33-26-02
North Dakota Groundwater – A Resource to Protect, ND State Dept. of Health and EPA
North Dakota Wellhead Protection, Division of Water Quality, ND State Dept. of Health
North Dakota Wellhead Protection Program Executive Summary
ND Water Quality Assessment 1992-1993
ND Water Quality Assessment 1994-1995

Watersheds and River Basins (delete subsection)

Windbreaks and Woodland:

Proceedings of the International Symposium on Windbreak Technology
Windbreak Fact Sheets, SCS (all 8)
An Ill Wind Meets a Windbreak, USDA-SCS
Trees for Conservation: Planning, Planting, and Care, Colorado State Forest Service
Remove the following University of Nebraska Extension Pamphlets;
EC 91-1763-B How Windbreaks Work
EC 91-1764-B Windbreak Establishment
EC 91-1771-B Windbreaks and Wildlife
EC 91-1772-X Windbreaks in Sustainable Agricultural Systems
EC 91-1767-X Windbreaks for Rural Living
EC 91-1766-X Windbreaks in Livestock Operations
EC 91-1768-X Windbreak Management
EC 91-1770-X Windbreaks for Snow Management
(Note: **retain** hard copy of EC 98-1777-X – Windbreak Renovation.)
Fruit Bearing Shrubs for Multi-Use Shelterbelts and Orchards
Minimally Acceptable Stocking Rates for Forestry Practices
Installation of Individual Synthetic Weed Control Fabric Pieces

9. Remove* “Introduction Sec. I - Cost Data and Tables” pages 1-21 in the “Cost Data” subsection. * *District Conservationists may choose to retain the hard copy of these documents, since they currently match the eFOTG. However, filing instructions will not be given to dispose of hard copy material when eFOTG electronic data is superseded.*
10. From the Maps subsection of FOTG Section I, remove the following obsolete maps;
 - Breeding Waterfowl Habitat of North Dakota
 - Project Map Southwest Pipeline, 1992
 - County buried utility maps (Exception: **Retain** maps showing facilities not tracked by the North Dakota One-Call system, such as county map of privately-installed livestock pipelines.)

- Great Plains Conservation Program, North Dakota

11. Retain the following four subsections of Section I; Climatic Data, Cultural Resources, Threatened and Endangered Species, and Water Quality and Quantity. They will be officially transferred to Section II in the future.

Direct any questions to Mark A. Anderson, Resource Conservationist, by email mark.anderson@nd.usda.gov or by phone at (701) 530-2039.

/s/

MYRON P. SENECHAL
State Resource Conservationist

Distribution: FOTG

Attachment: FOTG Section I Table of Contents